

FORM CD-262 U.S. Department of Commerce		Number		Date Prepared or Issued		No. of Vacancies:			
MERIT PROGRAM CERTIFICATE		Vacancy Announcement Number		Date Certificate Expires					
		Position Description Number		Other					
Issuing Personnel Office		Title, Series, Grade of Vacancy(ies):							
		Location:							
Issued To: ** SPECIAL INSTRUCTIONS** This certificate contains only the names of well-qualified eligibles who applied under the Career Transition Assistance Program (CTAP). These individuals are being displaced from their current jobs and are entitled to special selection priority. A selection may be made from among any of these eligibles. No other applicants will be certified.		Consideration Codes (Candidates are listed below by appropriate Code Groupings in Column 2) (Check Codes used.) <input type="checkbox"/> A - Promotion <input type="checkbox"/> B - Reassignment (Promotion Potential) <input type="checkbox"/> C - Non-advancement (Reassignment, etc.) <input type="checkbox"/> D - Non-Status <input type="checkbox"/> E - Priority (Previous Error) <input type="checkbox"/> F - Special (Repromotion Eligibility) <input type="checkbox"/> G - Other (specify) _____							
		Name and Telephone Number of Human Resources Representative to be Contacted about this Certificate							
Candidates listed below have been determined to be the best qualified available. Please contact the Human Resources Representative indicated above if you have any questions about this certificate or the selection of any candidate. Arrangements for interviews must be made as agreed upon with the Human Resources Office. Selection decisions should not be publicized prematurely, but only after Human Resources Office prior approval. Your cooperation in this regard will support the establishment of greater employee appreciation of the spirit and intent of the Merit Program. Please complete Column 1 of this form by using the symbols indicated. Check marks should be placed in Column 3 where appropriate.									
1. Action		2. Candidates grouped by Consideration codes (See Above)				3. Candidates were:			
NS -Not Selected S - Selected D - Declined		Name of Candidates	Current Grade	Organizational Location	Telephone Number	Contacted		Interviewed	
						Yes	No	Yes	No
I hereby certify that the selections(s) indicated above is (are) based solely on merit, fitness and qualification with due weight given to performance and awards and does (do) not involve discrimination based on race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation, political affiliation, employee organization affiliation, or personal favoritism.									
Signature of Selecting Official or Initials of Selecting Panel Members								Date(s)	